

Missouri Department of Public Safety      Peace Officer Standards and Training      Missouri Department of Public Safety      Peace  
Officer Standards and Training      Missouri Department of Public Safety      Peace Officer Standards and Training      Missouri  
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Training      Missouri Department of Public Safety      Peace Officer Standards and Training      Missouri Department of Public

# Application to Format Your Organizations Training Program to Meet POST Requirements

Last Revised 2.5.2004  
CE-1

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## Instructions



If your organization is intending to provide training to Missouri law enforcement officers and:

1. You want these officers to receive continuing education hours that can be used to meet their continuing education (48 hour) requirement, then;
2. Your program/course must be pre-approved by POST before the training is presented.

To get your training program/course approved please submit the following information (A through F) to Missouri POST, PO Box 749, Jefferson City, MO 65102 (allow 30 days for approval):

- A. Course/Provider Information for Training (page 1)  
This form contains information on the agency/organization, Missouri's attendance policy, evaluation plan, and the total number of hours and what core curricula area the training falls in.
- B. Instructor Record (page 2)  
This form is to be filled out on each instructor that will be teaching the course.
- C. Objectives of the Course (page 3)  
This form is to be used to identify the course objectives.
- D. Instructor's Lesson Plan (page 4)  
A lesson plan should contain, at a minimum, all of the information covering the course objectives.  
\*The lesson plan should be detailed sufficiently that another instructor, with like expertise, with some preparation, could teach the course. An outline will not be accepted as a lesson plan. The course objectives must be clearly identified in the lesson plan.
- E. Source Document Information for Course (page 5)  
This form is to be used to identify sources of information the instructor used to develop the course.
- F. Example of Certificate of Course Completion (page 6)  
This example contains all of the information that is required of a Missouri certificate of course completion. The certificate can look different, but it **must** contain all of the components. **(Submit copy to POST)**

The Training Course Requirement Checklist (page 7) should be used as a final check before sending your course to POST.

Course Attendance Sign-In sheet (page 8) is to be used to ensure proper attendance throughout the course. **A copy of the attendance sign-in sheet must be returned to the POST Program no later than two weeks after the course is held.**

If you have any questions write Missouri POST at P.O. Box 749, Jefferson City, MO 65102, call 573-751-4905, or E-mail – [post@dps.mo.gov](mailto:post@dps.mo.gov)



## Application to Format Your Organizations Training Program

Last revised 11.06.03



### ORGANIZATION INFORMATION

Organization Name		Telephone Number (      )	
Fax Number (      )	Address		
City	State	Zip	
Contact Person/ Administrator		Telephone Number (      )	
E-mail Address	Website		
Course Title			

### Attendance Policy

To successfully complete a course used to meet the Missouri continuing education requirement an officers absence **must not** be allowed for any reason, valid or otherwise. Each individual attending this course will sign the Attendance Sign-In Sheet, (see attached example) upon arrival to the class. No attendee may sign for another individual other than himself or herself.

Individuals who do not attend the complete hours of instruction will not receive credit for this course, and the Certificate of Completion will be denied.

### Evaluation Plan

Each hour of continuing education must have a minimum of 50 minutes of class time. Each hour of instruction equals to 1 hour of continuing education credit. What does the officer have to do to successfully complete this course? (check the appropriate boxes)

- ☐ Attendance & Participation
- ☐ Written Test
- ☐ Oral Test
- ☐ Practical Exercise

### Total Hours of Training (indicate the number of hours in each core curricula area):

**Legal Studies**                      \_\_\_\_\_      Training focuses on updates or familiarization concerning federal, state and  
Hours                                      local criminal law or legal issues.

**Interpersonal Perspectives**                      \_\_\_\_\_      Training focuses on communication skills such as cultural diversity training,  
Hours                                      ethics, conflict management, victim sensitivity and stress management.

**Technical Studies** \_\_\_\_\_  
Hours

Training focuses on specialized studies or activities which directly relate to the job description, including first aid and CPR training.

**Skill Development** \_\_\_\_\_  
Hours

Training focuses on activities that develop physical skill proficiency such as defensive tactics, firearms and driver training, first aid and CPR training.

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## INSTRUCTOR RECORD

### Instructor Information

<b>Last Name:</b>	<b>First Name:</b>	<b>Middle Initial:</b>
<b>Address:</b>	<b>City:</b>	<b>State and Zip:</b>
<b>Phone:</b>	<b>Work Phone:</b>	<b>Pager or Mobile:</b>
<b>Fax Number:</b>	<b>E-Mail #:</b>	

### Instructor Experience

Course to be taught: \_\_\_\_\_

List expertise, education on and training that qualifies you to instruct this course. (**Must attach qualifying certificates or any relevant secondary or third-party licenses.**)

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### References - who can best attest that you are qualified to teach this course (include name and address)

**1st Reference** \_\_\_\_\_ Phone #: \_\_\_\_\_

**2nd Reference** \_\_\_\_\_ Phone #: \_\_\_\_\_

**3rd Reference** \_\_\_\_\_ Phone #: \_\_\_\_\_

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### Instructor Attestation

I certify that all of the above is accurate to the best of my knowledge

\_\_\_\_\_  
**Instructor Signature**

\_\_\_\_\_  
**Date**



# OBJECTIVES OF THE COURSE

COURSE TITLE: \_\_\_\_\_

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OBJECTIVES OF COURSE: At the end of this \_\_\_\_\_ training course, the student will be  
Number of Hours  
able to .....





# INSTRUCTOR'S LESSON PLAN

(A lesson plan should contain, at a minimum, all of the information covering the course objectives. The lesson plan should be detailed sufficiently that another instructor, with like expertise, with some preparation, could teach the course. An outline will not be accepted as a lesson plan. **The course objectives must be clearly identified in the lesson plan.**)



# SOURCE DOCUMENT INFORMATION FOR COURSE

COURSE TITLE: \_\_\_\_\_

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AUDIO-VISUAL MATERIALS USED (title, catalog number, format, year of publication):

TEXT USED (title, publisher, year of publication, pages/chapters used):

HANDOUT MATERIALS DISTRIBUTED (title, author, source, year of publication):

REFERENCES USED FOR DESIGN (title, edition, author, publisher, year of publication, pages/chapters used):

# EXAMPLE

## Anywhere Training Institute

*presents to*

*Sgt. John Doe*

*a*

## Certificate of Completion

Of 15 hours of law enforcement continuing education for  
The General Law Enforcement Course  
in the area of *Legal Study 5 hours, Technical Study 5 hours, and  
Skill Development 5 hours*  
held on *January 01, 2000*  
*Anywhere, Missouri*

*“The Missouri POST Program has approved this course for “Approved  
Provider” training credit, POST Control Number \_\_\_\_\_.”*

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Name of Person Responsible for  
Delivery of Training

# Training Course Requirement Final Checklist

Check off when completed:

## 1. Information for Provider of Continuing Education

- ☐ Name of the Organization Providing the Training (Name & Address)
- ☐ Organization contact person's phone number.
- ☐ Attendance Policy (policy to state what the attendance is for the course, Sign-In sheets, affirmation of attendance, or the source used to prove attendance)
- ☐ Evaluation Plan (this is to state what the student has to do to successfully pass the course)
- ☐ Total hours of training in curricula area's (state the total hours in each of the four (4) core curricula area's)

## 2. Instructor Record

- ☐ Instructor Record (this will outline what qualifies the instructor as a "subject matter expert," training, experience, certifications, etc., that qualifies them to teach this particular course)

## 3. Objectives of the course

- ☐ Objectives of the course (this will state what the student will have learned at the end of the course)

## 4. Instructors Lesson Plan

- ☐ Lesson Plan (will state exactly what the student will be taught, should be detailed enough that someone else could teach the course, and course objectives must be clearly identified in the lesson plan)

## 5. Source Document

- ☐ Source Document Information (source of information used to prepare the course)

## 6. Certificate

- ☐ Each student is to receive a certificate/diploma that includes: **(Submit copy to POST)**
  1. Organization Name
  2. Students name
  3. Number of contact hours (total)
  4. Name of course
  5. Number of hours in core curricula areas
  6. Date and location of course
  7. The following statement must appear on the certificate/diploma: *"The Missouri POST Program has approved this course for "Approved Provider" training credit, POST Control Number \_\_\_\_\_."*
  8. Name of Person Responsible for Delivery of Training

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Name of Person Reviewing Course Requirement (PRINT)

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Phone #

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Date of Review



# COURSE ATTENDANCE SIGN-IN SHEET

Name of Course \_\_\_\_\_

Organization \_\_\_\_\_

Location \_\_\_\_\_ Date \_\_\_\_\_

Instructors Name \_\_\_\_\_ POST Control Number \_\_\_\_\_

NAME (PRINT)

SOCIAL SECURITY #

\_\_\_\_\_

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\_\_\_\_\_

I attest that the above signatures are true, and all signed individuals were accounted for prior to beginning of instruction at \_\_\_\_\_ a.m./p.m. Instructor's Signature \_\_\_\_\_

I attest that the above signatures are true, and all signed individuals were accounted at the end of instruction at \_\_\_\_\_ a.m./p.m. Instructor's Signature \_\_\_\_\_







## Application to Format Your Organizations Training Program

Last Revised 11.06.03



### ORGANIZATION INFORMATION

Organization Name MO Department of Public Safety		Telephone Number ( 573 ) 751-4905	
Fax Number ( 573 ) 751-5399	Address 301 W. High St. Room 870		
City Jefferson City	State MO	Zip 65101	
Contact Person/ Administrator Chris Egbert		Telephone Number ( 573 ) 751-4819	
E-mail Address chris@dps.state.mo.us	Website www.dps.state.mo.us/post		
Course Title 1999 Peace Officer Standards and Training (POST) Program Update			

### Attendance Policy

To successfully complete a course used to meet the Missouri continuing education requirement an officers absence **must not** be allowed for any reason, valid or otherwise. Each individual attending this course will sign the Attendance Sign-In Sheet, (see attached example) upon arrival to the class. No attendee may sign for another individual other than themselves.

Individuals who do not attend the complete hours of instruction will not receive credit for this course, and the Certificate of Completion will be denied.

### Evaluation Plan

Each hour of continuing education must have a minimum of 50 minutes of class time. Each hour of instruction equals to 1 hour of continuing education credit. What does the officer have to do to successfully complete this course? (check the appropriate boxes)

- ☐ Attendance & Participation
- ☐ Written Test
- ☐ Oral Test
- ☐ Practical Exercise

### Total Hours of training in the 4 Core Curricula Area's:

#### Legal Studies

\_\_\_\_ Hours Training focuses on updates or familiarization concerning federal, state and local criminal law or legal issues.

#### Interpersonal Perspective

\_\_\_\_ Hours Training focuses on communication skills such as cultural diversity training, ethics, conflict management, victim sensitivity and stress management.

#### Technical Studies

1 Hours Training focuses on specialized studies or activities which directly relate to the job description, including first aid and CPR training.

#### Skill Development

\_\_\_\_ Hours Training focuses on activities that develop physical skill proficiency such as defensive tactics, firearms and driver training, first aid and CPR training.

# INSTRUCTOR RECORD

## Instructor Information

Last Name: Egbert	First Name: Chris	Middle Initial: E
Address: P.O. Box 749	City: Jefferson City	State and Zip: MO 65102
Phone: 573-874-7712	Work Phone: 573-751-4819	Pager or Mobile:
Fax Number: 573-751-5399	E-Mail #: chris@dps.state.mo.us	

## Instructor Experience

Course to be taught: 1999 Peace Officer Standards and Training (POST) Program Update  
 List expertise, education on and training that qualifies you to instruct this course. (Additional information attached)

Graduate of 80 hours Instructor Development course, development of the continuing education Legislation (1994), managed the continuing education requirements developmental process (1995-1996), general management of the POST Commission Training Fund, overall management of the POST Program 1993 to date.

## References - who can best attest that you are qualified to teach this course (include name and address)

**1st Reference** Phone #: 573-751-4905

Gary Kempker, Department of Public Safety, P.O. Box 749, Jefferson City, MO 65102

**2nd Reference** Phone #: 573-751-4905

David Rost, Department of Public Safety, P.O. Box 749, Jefferson City, MO 65102

**3rd Reference** Phone #: 573-751-0782

Ted Bruce, MO Attorney General's Office, P.O. Box 899, Jefferson City, MO 65102

## Instructor Attestation

I certify that all of the above is accurate to the best of my knowledge



Instructor Signature

12-10-1999  
Date

## OBJECTIVES OF THE COURSE

COURSE TITLE: 1999 POST Program Update

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OBJECTIVES OF COURSE: At the end of this 1 hour training course, the student  
Number of Hours  
will be able to .....

Better understand the:

1. POST Continuing Education Requirements
2. Changes to the POST Commission Training Fund
3. Proposed POST Legislation



# INSTRUCTOR'S LESSON PLAN

(A lesson plan should contain, at a minimum, all of the information covering the course objectives. The lesson plan should be detailed sufficiently that another instructor, with like expertise, with some preparation, could teach the course. An outline will not be accepted as a lesson plan. **The course objectives must be clearly identified in the lesson plan.**)

## INTRODUCTION

- Self introduction:

Provide students with background on instructor.

- State when breaks will occur:

Each 50 Minutes

- State how many hours of continuing education credit will be given and in what core curricula area:

1-Hours

Technical Studies

## OBJECTIVES OF THE COURSE

1. POST Continuing Education Requirements
2. Changes to the POST Commission Training Fund
3. Proposed POST Legislation

## TRAINING HANDOUTS

Record of Training  
Continuing Education Requirement  
In-service Training Requirements  
Proposed POST Legislation

## OFFICER REQUIREMENT FOR CONTINUING EDUCATION (Objective #1)

- All peace officers, reserve officers, and Chief Executive Officers (CEOs) certified in Missouri shall be required to have a minimum of forty-eight (48) hours of continuing education for the purpose of maintaining certification.

## BREAK DOWN OF SPECIFIC HOURS

- Each officer will be required to complete a minimum of at least four hours in three of the four core curricula areas: Legal Studies, Interpersonal Perspectives and Technical Studies.

## ALTERNATIVE WAYS OF OBTAINING CONTINUING EDUCATION HOURS

- All peace officers, reserve officers, and CEO's completing courses which are law enforcement related or for development of administrative skills at accredited colleges and/or universities may

- be credited for two (2) hours of Approved Provider continuing education, for each one (1) semester hours, not exceed eighteen (18) hours in each three (3) year mandated period.
- All peace officers, reserve officers, and CEO's may be credited up to two (2) hours for each one (1) hour of instruction of a course taught to officers for the purpose of meeting the continuing education requirement, not to exceed twenty-four (24) hours in each three (3) year mandated period.

## **CONFIRMATION THE TRAINING REQUIREMENTS HAVE BEEN MET**

- In January 2000, each chief and sheriff will receive an affidavit from POST.
- The affidavit will need to be returned to POST within 30 days of receipt.
- The affidavit will need to be notarized and will confirm the officers employed or appointed have met the 48-hour requirement.
- If an officer has not met the training requirement their certification will be subject to suspension.
- It is a class B misdemeanor to be in violation of Chapter 590 RSMo.

## **POST COMMISSION TRAINING FUND (Objective #2)**

### Formula change

- Agencies that contribute less than \$500.00 shall receive a minimum distribution of \$500.00. The balance of the fund shall be distributed to participating agencies who contributed \$500.00 or more by a percentage based on the amount of an agency's contribution.
- Based on the 1998 fund balance agencies would have received 92% of their contributions.
- Changes will take effect with the 1999 distribution. Should be mad around October 1, 1999.

### Ineligible Cost Items

- Old rule – Fund can be used for tuition cost only.
- New rule – Meals and lodging can be charged against the fund if the training meets the continuing education requirements.
- Old rule – Fund cannot be used to buy equipment.
- New rule – Fund can be used to buy equipment if the equipment is used in the class room.
- Old rule – Fund cannot be used for contract services.
- New rule – Fund can be used for contract services if the training meets the continuing education requirements.

## **PROPOSED POST LEGISLATION (Objective #3)**

- All full time officers will be required to be trained.
- After Jan. 1, 2001 full-time peace officers will be required to be trained with 470 hours.

- Reserve Officers in a third class county can be trained with 120 hours and certified.
- Applicants entering a training academy will have a FBI criminal history check.
- Individuals may be denied admittance to a training academy if they have been convicted of a violation of the law.
- Law enforcement agencies will notify POST if an officer is fired because of a violation of the law.
- POST may recognize other states training for certification purposes
- Violation of the POST regulations will be a Class B misdemeanor
- Support for bill: Missouri.... Police Chiefs, Sheriffs, Deputy Sheriffs, Federation of Police Chiefs, Troopers Association, Fraternal Order of Police, and Municipal League.

## **CLOSING**

- Answer any questions.
- Provide students with name, address and phone number.

EXAMPLE





# SOURCE DOCUMENT INFORMATION FOR COURSE

COURSE: 1999 POST Program Update

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AUDIO-VISUAL MATERIALS USED (title, catalog number, format, year of publication):

None

TEXT USED (title, publisher, year of publication, pages/chapters used):

None

HANDOUT MATERIALS DISTRIBUTED (title, author, source, year of publication):

All handouts were developed and produced by the Department of Public Safety. (1999)

REFERENCES USED FOR DESIGN (title, edition, author, publisher, year of publication, pages/chapters used):

Chapter 590.100 to 590.180 RSMo and Chapter 11 Code of Regulations